



WEST OXFORDSHIRE
DISTRICT COUNCIL

**CABINET (EXECUTIVE) WORK PROGRAMME
INCORPORATING NOTICE OF DECISIONS PROPOSED TO BE TAKEN IN PRIVATE SESSION AND NOTICE
OF INTENTION TO MAKE A KEY DECISION**

August 2022 – February 2023

Published 19 July 2022

By virtue of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, local authorities are required to publish a notice setting out the key executive decisions that will be taken at least 28 days before such decisions are to be taken. The Regulations also require notice to be given of any matter where it is proposed that the public will be excluded during consideration of the matter.

This Forward Plan incorporates both of these requirements. In the interests of transparency, it also aims to include details of those items to be debated by the Cabinet that relate to either policy/budget formulation, matters which will be subject to a recommendation to the Council, and other matters due to be considered by the Cabinet. This programme covers a period of four months, and will be updated on a monthly basis. The timings of items may be subject to change.

It should be noted that although a date not less than 28 clear days after the date of this notice is given in each case, it is possible that matters may be rescheduled to a date which is different from that given provided, in the cases of key decisions and matters to be considered in private, that the 28 day notice has been given. In this regard, please note that agendas and reports for meetings of the Cabinet are made available on the Council's website at www.westoxon.gov.uk/meetings five working days in advance of the meeting in question. Please also note that the agendas for meetings of the Cabinet will also incorporate a necessary further notice which is required to be given in relation to matters likely to be considered with the public excluded.

There are circumstances where a key decision can be taken, or a matter may be considered in private, even though the 28 clear days' notice has not been given. If that happens, notice of the matter and the reasons will be published on the council's website, and available from the Council Offices, Woodgreen, Witney, Oxon, OX28 1NB.

Key Decisions

The Regulations define a key decision as an executive decision which is likely –

- (a) to result in the relevant local authority incurring expenditure which is, or the making of savings which are, significant having regard to the relevant local authority's budget for the service or function to which the decision relates; or*
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the authority".*

The Council has decided that a cost or saving of an amount greater than £50,000 is necessary to constitute expenditure or savings which are significant for the purposes of this definition.

Please note that if a matter is approved by the Council following a recommendation from the Cabinet, that decision will not be a key decision.

Matters To Be Considered in Private

The great majority of matters considered by the Council's Cabinet are considered in 'open session' when the public have the right to attend.

However, some matters are considered with the public excluded. The public may only be excluded if a resolution is passed to exclude them. The grounds for exclusion are limited to situations where confidential or exempt information may be disclosed to the public if present and, in most cases involving exempt information, where in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information. The definitions of these are set out in the Council's Constitution.

Documents and Queries

Copies of, or extracts from, documents listed in the programme and any which subsequently become available are (subject to any prohibition or restriction on their disclosure), obtainable from the following, and this contact information may also be used for any queries.

Democratic Services - Email: democratic.services@westoxon.gov.uk Tel: 01993 861111

West Oxfordshire District Council: Cabinet Members 2022/23

Name of Councillor		Title and Areas of Responsibility
Andy (Leader)	Graham	Leader of the Council: Policy Framework; Corporate Plan; Executive functions; Representation on Regional and National Bodies; Oxfordshire Partnership Board; Oxfordshire Growth Board; Oxfordshire Local Enterprise Partnership; Oxfordshire Leaders; Publica & Ubico; Democratic Services; Communications; Legal Services; and Counter Fraud.
Duncan (Deputy Leader)	Enright	Economic Development: Inward investment; Business Development; Visitor Economy; and Town and Village regeneration.
Dan Levy		Finance: Finance & Management; Council Tax and Benefits; Efficiency Agenda; Performance management of the Council; Asset management; Investment Strategy; and South West Audit Partnership.
Carl Rylett		Planning and Sustainable Development: Oxfordshire Plan 2050; Local Plan; Government planning policies and guidance; Conservation and Design; Design and Historic Environment; Landscape and Biodiversity; Strategic Housing; Development Management; and Ensuring planning policies meet 2030 requirement.
Mathew Parkinson		Customer Delivery: Parish and Town Empowerment; Equality and Diversity; Customer Services; ICT and services; Councillor Development; and Broadband.
Joy Aitman		Stronger Healthy Communities: Community; Community Revenue Grants; Voluntary sector engagement; Sports and Leisure facilities; Health and Safety; Public art; Facilities Grants; Community and Public Health; Healthy Communities; Accountable Member for Refugee Resettlement Programme; and Young People.
Geoff Saul		Housing and Social Welfare: Housing Allocations; Homelessness; Provision of affordable homes; Sheltered Housing Accommodation; Safeguarding – Community Safety Partnership; Crime and Disorder; Neighbourhood Policing; Scrutiny of Police and Crime Commissioner; and Assets of Community Value.
Lidia Arciszewska		Environment: Energy Advice; Flood alleviation and sewage; Environmental and Regulatory; Environmental Partnership; Waste collection and recycling; Street Scene (cleansing, litter and grounds maintenance); Car parking; Air Quality; and Land, food, farming.

Andrew Prosser	Climate Change: <i>Renewable energy and retrofit investment; Biodiversity across the District; Carbon neutral by 2030; Fossil fuel dependence reduction; Local, national and county wide liaison on climate; Internal liaison on Climate Change; and EV Charging Rollout.</i>
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For further information about the above and all members of the Council please see www.westoxon.gov.uk/councillors

Key Decisions Delegated to Officers

Item	Delegated decision	Decision Maker	Delegated by	Exempt?	Decision due
Outline Business Case to Improve Openness and Transparency in Council Business and Support Agile Working and Decarbonisation Measures	Final decision on a replacement heating solution	Chief Executive in consultation with the Leader and Cabinet members for Climate Change and Finance	Cabinet, 13 July 2022	No	By 31 March 2023
Budget Monitoring Report Year End Outturn	To allocate funding from the Project Contingency Earmarked Reserve to fund ad hoc investigation, advice and consultancy services for potential investments and projects	Chief Finance Officer	Cabinet, 13 July 2022	No	By 31 March 2023

Recovery and Investment Strategy Proposal	Final terms of the acquisition	Chief Executive in consultation with the Chief Financial Officer and the Cabinet member for Economic Development	Cabinet, 13 July 2022	Yes	By 30 Sept 2023
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Business for Cabinet Meetings

Item for Decision	Key Decision?	Exempt?	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
Approval of revised draft Developer Contributions SPD for public consultation	No	No	Cabinet	Aug 2022	Cllr Rylett	Chris Hargraves	Initial public consultation held Nov – Dec 2020.	
West Oxfordshire Local Plan 2041 – Initial Issues and Scoping Consultation	Yes	No	Cabinet	Aug 2022	Cllr Rylett	Chris Hargraves		
Domestic Abuse Contract Renewal	No	No	Cabinet	Aug 2022	Cllr Saul	Andy Barge		
New initiatives funding allocations	Yes	No	Cabinet	Aug 2022	Cllr Levy	Frank Wilson		
PSDS 3 Carterton Leisure Centre decarbonisation business case	Yes	No	Cabinet	Aug/Sep 2022	Cllr Prosser	Vanessa Scott		

Performance Monitoring Report Q1– 2022/23	No	No	Cabinet	Sept 2022	Cllr Levy	Elizabeth Griffiths		
Review of Monitoring Officer arrangements	Yes	No	Cabinet	Sept 2022	Cllr Graham	Giles Hughes		
Item for Decision	Key Decision?	Exempt?	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
Approval of upgrade to West Oxfordshire's public space CCTV provision and monitoring arrangements	Yes	No	Cabinet	Sept 2022	Cllr Saul	Andy Barge		
New Lease at Unit 1 Talisman Business Centre, Bicester	Yes	Yes	Cabinet	Sept 2022	Cllr Levy	Jasmine McWilliams		
Review of Options-Hensington Road, Woodstock	No	No	Cabinet Council	Sept 2022	Cllr Graham	Claire Locke		
Business Rate account write off in excess of £5,000	<i>No</i>	<i>No</i>	<i>Delegation decision: Cabinet Member for Finance</i>	<i>Sept 2022</i>	<i>Cllr Levy</i>	<i>Mandy Fathers</i>		
Waste Service Design Options	Yes	No	Cabinet	Oct 2022	Cllr Arciszewska	Scott Williams	Climate and Environment O & S	
Oxfordshire 2050 Plan – consultation paper		No	Cabinet	Oct 2022	Cllr Graham	Giles Hughes	Scrutiny then statutory public	

							consultation	
Item for Decision	Key Decision?	Exempt?	Decision – Maker	Date of Decision	Cabinet Member	Lead Officer	Consultation	Background Documents
Revised Council Plan	Yes	No	Council	Oct 2022	Cllr Graham	Giles Hughes		
Review of Grant Schemes	Yes	No	Cabinet	Nov 2022	Cllr Aitman	Andy Barge		
Performance Monitoring Q2		No	Cabinet	Dec 2022	Cllr Levy	Elizabeth Griffiths		
2023/24 First Draft Budget and Medium Term Financial Strategy	Yes	No	Cabinet	Dec 2022	Cllr Levy	Elizabeth Griffiths	Finance and Management O & S	
Waste Service Delivery Options Appraisal	Yes	No	Cabinet	Dec 2022	Cllr Arciszeska	Scott Williams	Climate and Environment O & S	
Approval of Council Tax base and 2023/24 Budget Update	Yes	No	Cabinet Council	Jan 2023	Cllr Levy	Elizabeth Griffiths		
Final Budget Recommendations	Yes	No	Cabinet Council	Feb 2023	Cllr Levy	Elizabeth Griffiths		
Q3 Performance Report	No	No	Cabinet	Feb 2023	Cllr Levy	Elizabeth Griffiths		
Homelessness Prevention Grant 2023/24	Yes	No	Cabinet	Feb 2023	Cllr Saul	Caroline Clissold		